

REQUEST TO FILL VACANCY

Position Vacancy

two Membership Attendants (Part-Time)

Department

BCOAC

Vacancy Result of:

2 Part-timers left over Summer

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description front Desk, cleaning, general Main., helping with events
2. Departmental Organizational Chart
3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation

\$

Sick Leave

\$

Employee Retirement Recognition

\$

Other

\$

Total

\$

4. Explain the effects of leaving the vacancy until severance is accumulated.

NA

5. Explain the effects of not filling the position or discussion of alternatives.

Need to train in new employees for turnover of college students and help during busy times

6. Provide description of departmental discussions about the vacancy.

NA

7. Estimated length of time to fill the position after approval.

NA

8. Any additional comments?

would like to do this ASAP

[Signature]

Department Manager

8/25/20

Date

Request for filling of vacancy:

 Approved

 Denied

Chairman, Brookings County Commission

Date